

SAAR Submission Process

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Division of District Support
Student Tracking, Health and Transportation Branch



2017-18 End-of-Year Training

Agenda

- ▶ Overview
- ▶ Preparation
 - Low Attendance Weather Days
- ▶ Submission
 - Verification Process

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Overview of SAAR Report

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SAAR Report Submission Steps

Quality Review

Enter Low Attendance Days

Generate SAAR Report

Submit SAAR to KDE

Verify SAAR with KDE



Purpose

- ▶ The Superintendent's Annual Attendance Report (SAAR) provides year-end attendance information used to calculate the school district's enrollment, membership, average daily membership (ADM), percent of attendance, home and hospital ADA and adjusted average daily attendance (AADA)



Due Date

- ▶ **The SAAR is due to KDE by June 30**
 - It is strongly encouraged that districts submit and verify their reports as soon as possible after the last student day of the school year



SAAR Focus Area Records

Record	Description
Record 1	Calendar
Record 2	Enrollment/Reenrollment
Record 3	Withdrawals
Record 5	Ethnic Count (R2 – R3 = R5)
Record 7	Aggregate Attendance
Record 9	Non-contract/Overage-Underage Attendance
Record H	Home Hospital Attendance
Record L	Five Low Attendance Days (Automatically subtracted from base)
Record W	Ten Low Attendance Weather Days (Up to 10/Chosen by district)

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SAAR Preparation

Non-Traditional Instruction Days

[Non-Traditional Days Link](#)

- **Record N** = Non-Traditional Instruction Days (NTI) can be used on a day when school facilities are closed due to a weather or health/safety related issue. A Non-Traditional yearly plan must be approved by KDE, prior to the new school year. NTI days are considered a school day with instruction.

- **No transportation is calculated for N days**

Path>System Administration>

Calendar>Calendar> Days

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

▼ Event on this Day

Day Detail

Date: 02/15/2018 Day #: 116

Period Schedule: S

School Day: ☐ Instruction: ☐ Attendance: ☒ (circled in red)

Start Time: End Time: Duration: 0

The duration field will be calculated automatically

Comments:

At the bottom, there is a section for "Add Day/Event" with a dropdown menu set to "N: Non-traditional instruction" and a red arrow pointing to it.

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Quality Review Process

SAAR Page Link

STUDENT ENROLLMENT


Superintendent's Annual Attendance Report (SAAR)

Published: 1/10/2018 2:59 PM

The Superintendent's Annual Attendance (SAAR) Report provides a summary of each district's aggregate attendance data for the entire school year. Due to the nature of SAAR, the tool has been designed to allow very granular control of the data reported to assist in research and verification.

SAAR is the core report used to determine funding based on attendance. School superintendents in Kentucky must submit an annual report of student attendance to the Commissioner of Education by June 30 each year. The SAAR report is submitted through a KDE web page application.


Current year SAAR data will not be available until after August 1 each year.

 [SAAR Submission Guide 2017-18](#)

 [SAAR AADA 2018 CALCULATOR](#)

 [SAAR KSIS Mid Year Training 2017-18](#)

Online Submission for 2018:  [SAAR Upload File](#) (Not available until May 2018)

 [SAAR 5 Year Trend Report](#)

 [SAAR End of Year Training Power Point](#)

 [SAAR Definitions](#)

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Preparing for the SAAR

► Review Data Checklist:

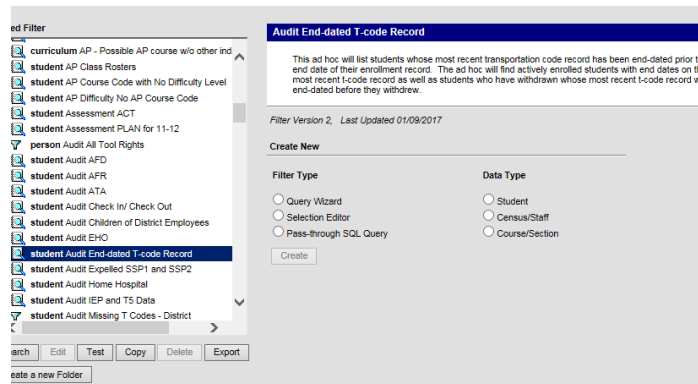
- ✓ State Enrollment Overlap Report
- ✓ Ethnicity (Enrollment + Reenrollment) – Withdrawals = Ethnic Count
- ✓ Missing Enrollment End Status
- ✓ Kindergarten Full-Day/Half-Day Indicator
- ✓ Student Schedule Gap
- ✓ Period Schedule Gaps (Include Passing Time)
- ✓ Overlapping T-Codes/Missing T-Codes
- ✓ Non-Resident Students
- ✓ Non-Contract Students
- ✓ Overage/Underage
- ✓ Suspension/Expulsion
- ✓ Partial Day Students
- ✓ Home Hospital Students

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Record 7 – Aggregate Days Attendance and Absence

- ▶ **Ad Hoc to find missing end-dated students**
- ▶ **Path: Ad Hoc Reporting > Filter Designer > State Published > Student Audit End-dated T-Code Record**



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Record 7 – Aggregate Days Attendance and Absence

Audit Missing T-Codes

Path: *Ad Hoc Reporting>Filter Designer>State Published*

- ▶ **Description:** All students should have a T-Code associated with their school enrollment records.
- ▶ **Action:** Run the Missing T-Code filter for each school. Assign a transportation code and enter a date segment for students.



Calculation of SAAR AADA

Base Aggregate Days Present (R7) + Adjustment Aggregate Days Present (R7) + (Last Year's SAAR AADA * (Sum of Weather Days, NTI days) – Low Attendance Weather (RW), NTI Days, Aggregate Low Attendance Days Present (RL), Aggregate Days Present (R9)) divided by Number of Days Taught minus 5

$$\underline{R7 + R7 \text{ adjustment} + AADA (W+N) - (W-N-RL-R9)}$$

Instructional Days – 5

► [SAAR 2017-18 Calculator](#)

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Low Attendance Days

Low Attendance Days

After the quality assurance checks, perform the following:

- ✓ Run District Daily Attendance Report
- ✓ Check to see if any days are less than last year's AADA
- ✓ Enter appropriate Low Attendance Weather Days (L)
 - Up to 10 days



Note: Five Low Attendance Days are automatically selected by the system. Low Attendance Weather Days (L) are selected by the district.



Low Attendance Days

District Daily Attendance Report

- Use the prior year e-mail to view last year's AADA Without Adjustments

It is critical that you verify all elements of the SAAR for your of the SAAR upon discovery.

REQUEST FOR 2017-18 SAAR APPROVAL

SAAR 2017-18 AADA (without kindergarten adjustment) = 1292.95
 SAAR 2017-18 AADA (with kindergarten adjustment) = *1198.73

*Column F3 on the 'Full Day AADA Summary Attendance Report'

SAAR Verification Process

The verification process will finalize the data reported on the Superintendents and T-Code ADA Report. Each of these reports should be printed and saved



SAAR Verification
Process.doc

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Low Attendance Days

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: PDF

☒ Date Range ☐ School Month

Month 1 (07/04/2017 - 09/01/2017)
☐ Month 2 (09/02/2017 - 09/18/2017)
☐ Month 3 (09/19/2017 - 10/18/2017)
☐ Month 4 (10/19/2017 - 11/15/2017)
☐ Month 5 (11/16/2017 - 12/15/2017)
☐ Month 6 (12/16/2017 - 01/06/2018)
☐ Month 7 (01/07/2018 - 02/03/2018)
☐ Month 8 (02/04/2018 - 03/03/2018)
☐ Month 9 (03/04/2018 - 04/27/2018)
☐ Month 10 (04/28/2018 - 06/20/2018)

Report Selection: ☐ All Reports Last Year's Full SAAR ADA **1292.95**

☐ R1 School Calendar (Annual report)
☐ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☐ R3 Withdrawals (Annual report, withdrawals count)
☐ R5 Ethnic Count (Active students on the end date of 10th school Month)
☐ R7 Aggregate Attendance
☐ R9 Non-Contract / Over Age - Under Age Attendance
☐ RH Home Hospital Attendance
☐ RL Five Low Attendance Days
☐ RW Ten Low Attendance Weather Days
☐ RN Non-Traditional Instruction Days
☐ RV Virtual Performance Based Attendance
☐ RS Out of School Suspension
☐ RX Expulsion
☒ District Daily Attendance

Select Calendars: ☒ All Calendars

17-18 Central Elementary School
 17-18 DEWITT ELEMENTARY SCHOOL
 17-18 Paul Lick Elementary Sch
 17-18 G R Hampton Elementary S
 17-18 GORDON ELEMENTARY SCHOO
 17-18 James D Lay Elementary S
 17-18 Knox Appalachian School
 17-18 Knox Central High School
 17-18 Knox County Day Treatment
 17-18 Knox County Learning Aca
 17-18 Knox County Middle School
 17-18 Knox Inspire Academy
 17-18 Lynn Camp Elementary
 17-18 Lynn Camp High
 17-18 Lynn Camp Middle

CTRL-click and SHIFT-click for multiple
 (Calendars: 15 Schools: 13)

Select Students

☒ Grade ☐ Ad Hoc Filter

00
 01
 02
 03
 04
 05
 06
 07
 08

Specify 5 Low Attendance Days: **Load 5 Low Att. Days**

08/21/2017 08/18/2017 Clear
 08/11/2017 08/14/2017 08/15/2017



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Low Attendance Days

The District Daily Attendance Report should be used to determine low attendance weather days (L)

Previous Year

AADA = **1,292.95**

Path: KY State Reporting>SAAR Report>District Daily Attendance

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301 Knox County					Superintendent's Annual Attendance (SAAR) Report				
200 Daniel Boone Dr. Harboursville, KY 40966 County: Knox Phone: (606)546-3157 Fax: (606)546-2819 Generate on 04/05/2018 01:24:34 PM Page 1 of 2					District Daily Attendance Whole School Year: 07/31/2017 - 05/17/2018 Days: 185 Shorten Days: 0 Students: 4031 Absent Rate: .0%				
Date	Present	Absent	Total	% Type	Date	Present	Absent	Total	% Type
07/31/2017	11.00	.00	11.00	R	08/28/2017	1,292.94	.00	1,292.94	
08/01/2017	11.00	.00	11.00	R	08/29/2017	1,292.94	.00	1,292.94	
08/02/2017	11.00	.00	11.00	R	10/02/2017	1,292.94	.00	1,292.94	
08/03/2017	11.00	.00	11.00	P	10/03/2017	1,292.94	.00	1,292.94	
08/04/2017	11.00	.00	11.00	M	10/10/2017	1,292.94	.00	1,292.94	
08/07/2017	11.00	.00	11.00	M	10/11/2017	1,292.94	.00	1,292.94	
08/08/2017	11.00	.00	11.00	P	10/12/2017	1,292.94	.00	1,292.94	
08/09/2017	11.00	.00	11.00	O	10/13/2017	1,292.94	.00	1,292.94	
01/02/2018	11.00	.00	11.00	K	10/16/2017	1,292.94	.00	1,292.94	
10/09/2017	425.00	.00	425.00	G	10/17/2017	1,292.94	.00	1,292.94	
*The previous 18 days have abnormally low ADA. This can occur if only a small number of teachers are in session on a given day.					10/18/2017	1,292.94	.00	1,292.94	
05/07/2018	1,285.58	.00	1,285.58	C	10/19/2017	1,292.94	.00	1,292.94	
05/08/2018	1,285.58	.00	1,285.58	U	10/20/2017	1,292.94	.00	1,292.94	
05/09/2018	1,285.58	.00	1,285.58	U	10/23/2017	1,292.94	.00	1,292.94	
05/10/2018	1,285.58	.00	1,285.58	U	10/24/2017	1,292.94	.00	1,292.94	
05/11/2018	1,285.58	.00	1,285.58	U	10/25/2017	1,292.94	.00	1,292.94	
05/14/2018	1,285.58	.00	1,285.58	U	10/26/2017	1,292.94	.00	1,292.94	
05/15/2018	1,285.58	.00	1,285.58	U	10/27/2017	1,292.94	.00	1,292.94	
05/16/2018	1,285.58	.00	1,285.58	U	10/30/2017	1,292.94	.00	1,292.94	
05/17/2018	1,285.58	.00	1,285.58	U	10/31/2017	1,292.94	.00	1,292.94	
06/21/2017 ^L	1,291.94	1.00	1,292.94	0.1%	11/01/2017	1,292.94	.00	1,292.94	
06/10/2017 ^L	1,291.94	.00	1,291.94		11/02/2017	1,292.94	.00	1,292.94	
06/11/2017 ^L	1,291.94	.00	1,291.94		11/03/2017	1,292.94	.00	1,292.94	
06/14/2017 ^L	1,291.94	.00	1,291.94		11/06/2017	1,292.94	.00	1,292.94	
06/15/2017 ^L	1,291.94	.00	1,291.94		11/07/2017	1,292.94	.00	1,292.94	
06/16/2017	1,292.94	.00	1,292.94		11/08/2017	1,292.94	.00	1,292.94	
08/17/2017	1,292.94	.00	1,292.94		11/09/2017	1,292.94	.00	1,292.94	
08/18/2017	1,292.94	.00	1,292.94		11/10/2017	1,292.94	.00	1,292.94	
08/23/2017	1,292.94	.00	1,292.94		11/13/2017	1,292.94	.00	1,292.94	
08/24/2017	1,292.94	.00	1,292.94		11/14/2017	1,292.94	.00	1,292.94	
08/25/2017	1,292.94	.00	1,292.94		11/15/2017	1,292.94	.00	1,292.94	
08/28/2017	1,292.94	.00	1,292.94		11/16/2017	1,292.94	.00	1,292.94	
08/29/2017	1,292.94	.00	1,292.94		11/17/2017	1,292.94	.00	1,292.94	
08/30/2017	1,292.94	.00	1,292.94		11/20/2017	1,292.94	.00	1,292.94	
08/31/2017	1,292.94	.00	1,292.94		11/21/2017	1,292.94	.00	1,292.94	
09/01/2017	1,292.94	.00	1,292.94		Last Year ADA 1,292.95				
09/05/2017	1,292.94	.00	1,292.94		11/27/2017	1,293.56	.00	1,293.56	
09/06/2017	1,292.94	.00	1,292.94		11/28/2017	1,293.56	.00	1,293.56	
					11/29/2017	1,293.56	.00	1,293.56	



Low Attendance Days

Path: System Administration > Calendar > Calendar > Days

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

▼ Event on this Day

Day Detail
 Date: 10/11/2017 Day #: 41
 Period Schedule:
 School Day ☒ Instruction ☒ Attendance ☒
 Start Time: End Time: Duration: 0
 The duration field will be calculated automatically
 Comments:
 Day Events:
 Type: [L] Low Attn Weather (SAAR) Duration Inst. Minutes:
 Add Day Event

This only needs to be done on 1 calendar per district



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Low Attendance Days

Previous Year AADA = **1,292.95**

301 Kent County					Superintendent's Annual Attendance (SAAR) Report				
200 Daniel Boone Dr., Harrodsburg, KY 40366					District Daily Attendance				
County: Kent Phone: (606) 446-1117 Fax: (606) 446-2819					Whole School Year: 07/31/2017 - 05/31/2018				
Attendance on 04/05/2018 01:53:37 PM Page 1 of 2					Days: 185 Sickness Days: 0 Suspense: 4031 Absent Rate: 8%				

Date	Present	Absent	Total	%	Type	Date	Present	Absent	Total	%	Type
07/01/2017	M	11:00	.00	11:00	R	08/26/2017	Th	1,292.94	.00	1,292.94	
07/02/2017	Tu	11:00	.00	11:00	R	08/27/2017	F	1,292.94	.00	1,292.94	
08/02/2017	W	11:00	.00	11:00	R	09/20/2017	M	1,292.94	.00	1,292.94	
08/03/2017	Th	11:00	.00	11:00	P	10/03/2017	Tu	1,292.94	.00	1,292.94	
08/04/2017	F	11:00	.00	11:00	M	10/10/2017	W	1,292.94	.00	1,292.94	L
08/07/2017	M	11:00	.00	11:00	M	10/11/2017	Th	1,292.94	.00	1,292.94	L
08/08/2017	Tu	11:00	.00	11:00	F	10/12/2017	F	1,292.94	.00	1,292.94	
08/09/2017	W	11:00	.00	11:00	O	10/13/2017	F	1,292.94	.00	1,292.94	
08/10/2017	Th	11:00	.00	11:00	K	10/18/2017	M	1,292.94	.00	1,292.94	
08/11/2017	M	425.00	.00	425.00	G	10/17/2017	Tu	1,292.94	.00	1,292.94	
*The previous 10 days were automatically lost ADA.											
This was caused by a school closure of activities on a given day.											
08/07/2018	M	1,285.58	.00	1,285.58	C	10/20/2017	F	1,292.94	.00	1,292.94	
08/08/2018	Tu	1,285.58	.00	1,285.58	U	10/23/2017	M	1,292.94	.00	1,292.94	
08/09/2018	W	1,285.58	.00	1,285.58	U	10/24/2017	Tu	1,292.94	.00	1,292.94	
08/10/2018	Th	1,285.58	.00	1,285.58	U	10/25/2017	W	1,292.94	.00	1,292.94	
08/11/2018	F	1,285.58	.00	1,285.58	U	10/26/2017	Th	1,292.94	.00	1,292.94	
08/14/2018	M	1,285.58	.00	1,285.58	U	10/27/2017	F	1,292.94	.00	1,292.94	
08/15/2018	Tu	1,285.58	.00	1,285.58	U	10/30/2017	M	1,292.94	.00	1,292.94	
08/16/2018	W	1,285.58	.00	1,285.58	U	10/31/2017	Tu	1,292.94	.00	1,292.94	
08/17/2018	Th	1,285.58	.00	1,285.58	U	11/01/2017	W	1,292.94	.00	1,292.94	
08/21/2018	M	1,291.94	0.1%	1,291.94	U	11/02/2017	Th	1,292.94	.00	1,292.94	
08/22/2018	Tu	1,291.94	.00	1,291.94	U	11/03/2017	F	1,292.94	.00	1,292.94	
08/23/2018	W	1,291.94	.00	1,291.94	U	11/06/2017	M	1,292.94	.00	1,292.94	L
08/24/2018	Th	1,291.94	.00	1,291.94	U	11/07/2017	Tu	1,292.94	.00	1,292.94	L
08/25/2018	F	1,291.94	.00	1,291.94	U	11/08/2017	W	1,292.94	.00	1,292.94	
08/26/2018	M	1,291.94	.00	1,291.94	U	11/09/2017	Th	1,292.94	.00	1,292.94	
08/27/2018	Tu	1,291.94	.00	1,291.94	U	11/10/2017	F	1,292.94	.00	1,292.94	
08/28/2018	W	1,292.94	.00	1,292.94	U	11/13/2017	M	1,292.94	.00	1,292.94	
08/29/2018	Th	1,292.94	.00	1,292.94	U	11/14/2017	Tu	1,292.94	.00	1,292.94	
08/30/2018	F	1,292.94	.00	1,292.94	U	11/15/2017	W	1,292.94	.00	1,292.94	
08/31/2018	M	1,292.94	.00	1,292.94	U	11/16/2017	Th	1,292.94	.00	1,292.94	
09/01/2018	Tu	1,292.94	.00	1,292.94	U	11/17/2017	F	1,292.94	.00	1,292.94	
09/02/2018	W	1,292.94	.00	1,292.94	U	11/20/2017	M	1,292.94	.00	1,292.94	
09/03/2018	Th	1,292.94	.00	1,292.94	U	11/21/2017	Tu	1,292.94	.00	1,292.94	
09/04/2018	F	1,292.94	.00	1,292.94	U	11/22/2017	W	1,292.94	.00	1,292.94	
09/05/2018	M	1,292.94	.00	1,292.94	U	11/23/2017	Th	1,292.94	.00	1,292.94	
09/06/2018	Tu	1,292.94	.00	1,292.94	U	11/24/2017	F	1,292.94	.00	1,292.94	
09/07/2018	W	1,292.94	.00	1,292.94	U	11/27/2017	M	1,292.94	.00	1,292.94	
09/08/2018	Th	1,292.94	.00	1,292.94	U	11/28/2017	Tu	1,292.94	.00	1,292.94	
09/09/2018	F	1,292.94	.00	1,292.94	U	11/29/2017	W	1,292.94	.00	1,292.94	
09/10/2018	M	1,292.94	.00	1,292.94	U	11/30/2017	Th	1,292.94	.00	1,292.94	
09/11/2018	Tu	1,292.94	.00	1,292.94	U	12/01/2017	F	1,292.94	.00	1,292.94	
09/12/2018	W	1,292.94	.00	1,292.94	U	12/04/2017	M	1,292.94	.00	1,292.94	
09/13/2018	Th	1,292.94	.00	1,292.94	U	12/05/2017	Tu	1,292.94	.00	1,292.94	
09/14/2018	F	1,292.94	.00	1,292.94	U	12/06/2017	W	1,292.94	.00	1,292.94	
09/15/2018	M	1,292.94	.00	1,292.94	U	12/07/2017	Th	1,292.94	.00	1,292.94	
09/16/2018	Tu	1,292.94	.00	1,292.94	U	12/08/2017	F	1,292.94	.00	1,292.94	
09/17/2018	W	1,292.94	.00	1,292.94	U	12/11/2017	M	1,292.94	.00	1,292.94	
09/18/2018	Th	1,292.94	.00	1,292.94	U	12/12/2017	Tu	1,292.94	.00	1,292.94	
09/19/2018	F	1,292.94	.00	1,292.94	U	12/13/2017	W	1,292.94	.00	1,292.94	
09/20/2018	M	1,292.94	.00	1,292.94	U	12/14/2017	Th	1,292.94	.00	1,292.94	
09/21/2018	Tu	1,292.94	.00	1,292.94	U	12/15/2017	F	1,292.94	.00	1,292.94	
09/22/2018	W	1,292.94	.00	1,292.94	U	12/18/2017	M	1,292.94	.00	1,292.94	
09/23/2018	Th	1,292.94	.00	1,292.94	U	12/19/2017	Tu	1,292.94	.00	1,292.94	
09/24/2018	F	1,292.94	.00	1,292.94	U	12/20/2017	W	1,292.94	.00	1,292.94	
09/25/2018	M	1,292.94	.00	1,292.94	U	12/21/2017	Th	1,292.94	.00	1,292.94	
09/26/2018	Tu	1,292.94	.00	1,292.94	U	12/22/2017	F	1,292.94	.00	1,292.94	
09/27/2018	W	1,292.94	.00	1,292.94	U	12/23/2017	M	1,292.94	.00	1,292.94	
09/28/2018	Th	1,292.94	.00	1,292.94	U	12/26/2017	Tu	1,292.94	.00	1,292.94	
09/29/2018	F	1,292.94	.00	1,292.94	U	12/27/2017	W	1,292.94	.00	1,292.94	
09/30/2018	M	1,292.94	.00	1,292.94	U	12/28/2017	Th	1,292.94	.00	1,292.94	
10/01/2018	Tu	1,292.94	.00	1,292.94	U	12/29/2017	F	1,292.94	.00	1,292.94	
10/02/2018	W	1,292.94	.00	1,292.94	U	12/30/2017	M	1,292.94	.00	1,292.94	
10/03/2018	Th	1,292.94	.00	1,292.94	U	12/31/2017	Tu	1,292.94	.00	1,292.94	
10/04/2018	F	1,292.94	.00	1,292.94	U						
10/05/2018	M	1,292.94	.00	1,292.94	U						
10/06/2018	Tu	1,292.94	.00	1,292.94	U						
10/07/2018	W	1,292.94	.00	1,292.94	U						
10/08/2018	Th	1,292.94	.00	1,292.94	U						
10/09/2018	F	1,292.94	.00	1,292.94	U						
10/10/2018	M	1,292.94	.00	1,292.94	U						
10/11/2018	Tu	1,292.94	.00	1,292.94	U						
10/12/2018	W	1,292.94	.00	1,292.94	U						
10/13/2018	Th	1,292.94	.00	1,292.94	U						
10/14/2018	F	1,292.94	.00	1,292.94	U						
10/15/2018	M	1,292.94	.00	1,292.94	U						
10/16/2018	Tu	1,292.94	.00	1,292.94	U						
10/17/2018	W	1,292.94	.00	1,292.94	U						
10/18/2018	Th	1,292.94	.00	1,292.94	U						
10/19/2018	F	1,292.94	.00	1,292.94	U						
10/20/2018	M	1,292.94	.00	1,292.94	U						
10/21/2018	Tu	1,292.94	.00	1,292.94	U						
10/22/2018	W	1,292.94	.00	1,292.94	U						
10/23/2018	Th	1,292.94	.00	1,292.94	U						
10/24/2018	F	1,292.94	.00	1,292.94	U						
10/25/2018	M	1,292.94	.00	1,292.94	U						
10/26/2018	Tu	1,292.94	.00	1,292.94	U						
10/27/2018	W	1,292.94	.00	1,292.94	U						
10/28/2018	Th	1,292.94	.00	1,292.94	U						
10/29/2018	F	1,292.94	.00	1,292.94	U						
10/30/2018	M	1,292.94	.00	1,292.94	U						
10/31/2018	Tu	1,292.94	.00	1,292.94	U						
11/01/2018	W	1,292.94	.00	1,292.94	U						
11/02/2018	Th	1,292.94	.00	1,292.94	U						
11/03/2018	F	1,292.94	.00	1,292.94	U						
11/04/2018	M	1,292.94	.00	1,292.94	U						
11/05/2018	Tu	1,292.94	.00	1,292.94	U						
11/06/2018	W	1,292.94	.00	1,292.94	U						
11/07/2018	Th	1,292.94	.00	1,292.94	U						
11/08/2018	F	1,292.94	.00	1,292.94	U						
11/09/2018	M	1,292.94	.00	1,292.94	U						
11/10/2018	Tu	1,292.94	.00	1,292.94	U						
11/11/2018	W	1,292.94	.00	1,292.94	U						
11/12/2018	Th	1,292.94	.00	1,292.94	U						
11/13/2018	F	1,292.94	.00	1,292.94	U						
11/14/2018	M	1,292.94	.00	1,292.94	U						
11/15/2018	Tu	1,292.94	.00	1,292.94	U						
11/16/2018	W	1,292.94	.00	1,292.94	U						
11/17/2018	Th	1,292.94	.00	1,292.94	U						
11/18/2018	F	1,292.94	.00	1,292.94	U						
11/19/2018	M	1,292.94	.00	1,292.94	U						
11/20/2018	Tu	1,292.94	.00	1,292.94	U						
11/21/2018	W	1,292.94	.00	1,292.94	U						
11/22/2018	Th	1,292.94	.00	1,292.94	U						
11/23/2018	F	1,292.94	.00	1,292.94	U						
11/24/2018	M	1,292.94	.00	1,292.94	U						
11/25/2018	Tu	1,292.94	.00	1,292.94	U						
11/26/2018	W	1,292.94	.00	1,29							

Low Attendance Days SAAR Report

Report Options
Report Type: ☐ Detail ☒ Summary

Extract Format: PDF

☒ Date Range ☐ School Month

Month 1 (08/03/2017 - 09/01/2017)
Month 2 (09/04/2017 - 09/29/2017)
Month 3 (10/02/2017 - 10/31/2017)
Month 4 (11/01/2017 - 11/29/2017)
Month 5 (11/30/2017 - 01/11/2018)
Month 6 (01/12/2018 - 02/06/2018)
Month 7 (02/09/2018 - 03/06/2018)
Month 8 (03/09/2018 - 04/12/2018)
Month 9 (04/13/2018 - 05/10/2018)
Month 10 (05/11/2018 - 06/09/2018)

Report Selection: ☒ All Reports Last Year's Full SAAR ADA

☒ R1 School Calendar (Annual report)
☒ R2 Enrollment / Reenrollment (Annual report, enrollments count)
☒ R3 Withdrawals (Annual report, withdrawals count)
☒ R5 Ethnic Count (Active students on the end date of 10th school Month)
☒ R7 Aggregate Attendance
☒ R9 Non-Contract / Over Age - Under Age Attendance
☒ RH Home Hospital Attendance
☒ **RL Five Low Attendance Days**
☒ **RW Ten Low Attendance Weather Days**
Days: 10/10/2017, 10/11/2017, 11/06/2017, 11/07/2017, 11/08/2017
☒ RV Virtual Performance Based Attendance
☒ RS Out of School Suspension
☒ RX Expulsion
☒ District Daily Attendance

Select Calendars: ☐ All Calendars

17-18 Central Elementary School
17-18 DEWITT ELEMENTARY SCHOOL
17-18 Flat Lick Elementary Sch
17-18 G R Hampton Elementary S
17-18 KETCHER ELEMENTARY SCHOOL
17-18 Jesse D Lay Elementary S
17-18 Knox Central High School
17-18 Knox County Day Treatment
17-18 Knox County Learning Alc
17-18 Knox County Middle School
17-18 Knox Inspire Academy
17-18 Lynn Camp Elementary
17-18 Lynn Camp High
17-18 Lynn Camp Middle

CTRL-click and SHIFT-click for multiple (Calendars: 15 Schools: 13)

Select Students

☒ Grade ☐ Ad Hoc Filter

00
01
02
03
04
05
06
07
08

Low Attendance

Specify 5 Low Attendance Days [Load 5 Low Att. Days](#)

08/21/2017 08/10/2017 [Clear](#)
08/11/2017 08/14/2017 08/15/2017



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Submission Process

SAAR Submission

- ✓ Generate the SAAR – State Format and PDF
- ✓ Archive the PDF in a secure location
- ✓ Submit SAAR through KDE Website
 - <http://opsupport.education.ky.gov/saar/>

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SAAR Submission

Steps

1. Extract "State Format" (Fixed width) Format
2. Date Range - leave the date fields blank
3. Report Selection marked as "All Reports"
4. Enter in last year's Full SAAR AADA (relative for low attendance weather days)
5. Select "All Calendars"
6. Click **Generate Report**
7. File name saved as SAARXXX.YY
(XXX = District Number, YY= School Year) SAAR011.18
8. Submit file to KDE.

The screenshot shows the SAAR submission interface with several key elements highlighted by red annotations:

- Report Options:** The "Summary" radio button is selected.
- Extract Format:** The "State Format (Fixed width)" dropdown is selected.
- Date Range:** The "Date Range" section is left blank.
- Report Selection:** The "All Reports" radio button is selected, and the "Last Year's Full SAAR AADA" field is set to "1148.50".
- Select Calendars:** The "All Calendars" checkbox is checked.
- Generate Report:** The "Generate Report" button is circled in red.
- Grade Selection:** The "Grade" dropdown is set to "All Students".
- Specify 5 Low Attendance Days:** The "Specify 5 Low Attendance Days" section is visible, with a "Load 5 Low Att. Days" button.



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SAAR Submission

- ▶ Each district's SAAR State Format file is submitted via the internet on the KDE website at: <http://opsupport.education.ky.gov/saar/>

The screenshot shows the SAAR submission interface on the Kentucky.gov website. The page has a blue header with navigation links: "About Schools & Districts", "Instructional Resources", "Administrative Resources", and "Site Map". Below the header is a "Home" link. On the left side, there is a sidebar with links to "Ronda Devine 502.564.5279 email", "SAAR Error Checks document", "Growth Factor Error Checks document", and "January Growth Factor Error Checks document". The main content area is titled "SAAR" and contains two steps: "Step 1: Locate the file" and "Step 2: Check your file". Step 1 includes instructions to press the "Browse" button and navigate to the file location, with a note that only files named "SAAR [district number].18" are accepted. Step 2 includes instructions to press the "check file" button to send the file for error checking. The footer contains links for "About this Site", "Feedback", "Privacy", "Disclaimer", and "Accessibility Statement", along with a copyright notice for 1999-2012.

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SAAR Submission

- ▶ Submitted file goes through error check process
- ▶ Any errors found are listed on this page

Error Message Example



COUNTY	1	0	12	Record 9 Over/Underage student count entered	Apr 18 2014	14
--------	---	---	----	--	-------------	----

Step 3: Review any errors

Below you will find any errors in your file. If there are errors, please correct them in your file and start over at Step 1. Steps 1 - 3 can be completed as many times as necessary. If no errors are present please continue to Step 4. If you complete step 4 your file will be locked and no new submissions can be made until KDE unlocks the file. If you need to resubmit, please [email the KDE Attendance Mailbox](#). If you need assistance with an error please contact ronda.devine@education.ky.gov.



Note: Errors must be corrected before submission process is complete. School district personnel may consult KDE SAAR contact person for questions regarding errors.

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SAAR Submission

- ▶ Once errors are corrected, the submission process is completed via the KDE website

- ✓ Please enter names as they appear in the global E-mail list

Step 4: Submit your file

If everything is satisfactory, enter your email, district and any comments you want to send, then press the "submit file" button. Please put your phone number and the names of any additional people to be notified in the comments field. **REMINDER:** Once submitted, the file will have to be reset by KDE if a new submission is needed.

<input type="text"/>	* your email
<input type="text"/>	* your name
<input type="text"/>	* your phone
<input type="text"/>	* your district
<input type="text"/>	* your Superintendent's name
<input type="text"/>	* your DPP's name
<input type="text"/>	
* your Finance Officer's name	
comments <input type="text"/>	
<input type="button" value="submit file"/>	



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SAAR Submission

- ▶ Once your file is submitted, it is reviewed at KDE
 - Your district will be contacted if KDE finds any discrepancies
- ▶ KDE will send the SAAR Summary back to you for verification
 - Once all districts have sent KDE an official email message verifying their SAAR, the process is complete

Thank you for your submission. KDE has been notified to review your data.

Step 5: Summary Reports

The submitted report will be reviewed and analyzed. KDE will generate your SAAR Summary Report and email your district a copy.

Step 6: Verification

Once you receive the SAAR Summary please review the contents carefully. If the summary report is satisfactory, **please reply via email KDE with an official statement of verification**. The SAAR will not be considered complete until KDE receives an official statement of verification.





SAAR Verification

SAAR Submission

- ▶ After submitting your SAAR Report through the Submission process, you will receive four reports
- ▶ Go through each report and verify the numbers
- ▶ Once your district is in agreement with the reports, your superintendent must send a verification e-mail

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SAAR Submission

AADA Summary Attendance Report



Full Day AADA Summary Attendance Report for School Year Ending: 18

District/School	K Reported	1-12 Reported	K Adjustments	1-12 Adjustments	K Substituted Days Adjustment	1-12 Substituted Days Adjustment	K Adjusted Reported	1-12 Adjusted Reported	Full AADA K	Full AADA 1-12	Adjusted AADA w/ 1/2 K	ADM	Enrollment	Membership	% ATTN	HH AADA	Number of Days Reported
County	A1	A2	C1	C2	D1	D2	E1	E2	F1	F2	F3	G	H	I	J	K	L
County High School	.00	114,590.35	.00	7,617.16	0.00	0.00	0.00	122,207.51	.00	731.78	731.78	712.64	780	772	93.50%	12,973	172
Learning Academy	.00	4,136.00	.00	-99.00	0.00	0.00	0.00	4,037.00	.00	19.69	19.69	19.69	48	25	99.00%	0.000	210
County Middle School	.00	96,484.50	.00	-2,210.00	0.00	0.00	0.00	94,274.50	.00	564.52	564.52	592.81	611	591	94.60%	4,538	172
County Elementary	.00	98,702.00	.00	-2,669.50	0.00	0.00	0.00	96,032.50	.00	575.05	575.05	602.46	617	593	95.30%	2,686	172
County Primary Center	23,292.00	60,070.00	-656.00	-1,682.50	0.00	0.00	22,636.00	58,387.50	135.55	349.63	417.40	511.54	580	579	94.70%	0.278	172
District Total	23,292.00	373,982.85	-656.00	956.16	0.00	0.00	22,636.00	374,939.01	135.55	2,340.66	2,308.44	2,439.34	2,636	2,560	94.52%	20.475	
M Last Years' Full ADA	2490.554																
N Weather Days	0																
O Non-Traditional Days	0																
P Health and Safety Days	0																

$$D1 + D2 = M \times (N + O)$$

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SAAR Submission

► Full Day Attendance Adjustment Report



District/School	K Low Five	1-12 Low Five	K Weather & Non-Traditional	1-12 Weather & Non-Traditional	K Non Contract	1-12 Non Contract	K Over/Under Age	1-12 Over/Under Age	*K IC Adjustment	*1-12 IC Adjustment	Substituted Days Adjustment	Days
	P	Q	R	S	T	U	V	W	X	Y	Z	AA
County												
010 County High School	.000	3,089.010	.000	.000	.000	.000	.000	.000	.000	10,706.170	.000	172
012 Learning Academy	.000	99.000	.000	.000	.000	.000	.000	.000	.000	.000	.000	210
014 County Middle School	.000	2,663.500	.000	.000	.000	.000	.000	.000	.000	453.500	.000	172
016 County Elementary School	.000	2,704.500	.000	.000	.000	.000	.000	.000	.000	35.000	.000	172
020 County Primary Center	656.000	1,682.500	.000	.000	.000	.000	.000	.000	.000	.000	.000	172
District Total	656.000	10,238.510	.000	.000	.000	.000	.000	.000	.000	11,194.670	.000	

*IC Adjustments = Virtual/Performance Based Proficient, Eligible Suspensions, Eligible Expulsions.

Note: All column letters are represented in the calculation for 'Total Adjustments' from Column 'D' on the 'Full Day AADA Summary Attendance Report'

Total Adjustments = (X + Y) - (P + Q + R + S + T + U + V + W)

Includes V/PB,
Suspension,
Expulsion

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SAAR Submission

► Transportation Comparison Report

T-Code Attendance Comparison
for School Year Ending:18

District Base Aggregate Days - Present Total																		
Grade	T1			T2			T3			T4			T5			NT		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
09	9,880.50	11,754.00	-15.94	.00	655.50	-100.00	1,521.00	1,875.00	-18.88	.00	327.00	-100.00	672.00	473.00	42.07	26,161.50	27,925.50	-6.31
10	11,118.00	8,946.50	24.27	665.00	169.50	292.33	1,540.00	924.50	66.58	69.00	41.00	68.29	688.00	328.50	109.44	29,486.50	22,642.00	30.21
11	7,008.00	6,767.00	3.26	132.50	.00	100.00	490.00	1,675.50	-70.75	.00	.00	.00	328.50	510.50	-36.04	21,137.50	25,987.50	-19.43
12	5,052.50	4,817.50	4.88	34.00	167.50	-79.70	243.50	657.00	-62.94	.00	.00	.00	461.00	418.00	10.29	25,042.58	25,912.90	-3.36
EC	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	27.50	-100.00	166.00	175.00	-5.14
Sch. Total	33,059.00	32,305.00		831.50	992.50		3,794.50	5,132.00		69.00	368.00		2,147.50	1,757.50		101,894.08	102,852.90	-0.93
Nday Adj.	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	

District Base Aggregate Days - Present Total																		
Grade	T1			T2			T3			T4			T5			NT		
	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.	Current	Previous	% Diff.
01	1,135.50	2,179.00	-47.89	474.00	362.50	23.92	339.00	204.00	66.18	677.50	507.00	33.63	329.00	164.00	100.61	4,109.00	1,981.50	106.84
02	550.00	1,553.50	-64.60	513.00	341.00	50.44	72.50	669.50	-89.17	885.00	331.50	166.97	154.00	335.00	-54.03	3,003.50	4,057.00	-26.21
03	659.50	1,392.00	-52.62	467.00	578.00	-19.20	174.00	170.00	2.35	847.00	677.50	25.02	588.00	646.50	-9.51	4,881.00	4,083.00	19.30
04	518.00	2,505.00	-76.28	822.00	484.00	69.83	.00	.00	.00	1,013.50	997.00	1.65	715.00	1,076.50	-33.58	4,293.50	4,185.00	2.59
05	325.00	1,170.00	-72.22	664.00	621.00	6.92	163.50	168.50	-2.97	514.00	.00	100.00	867.50	293.50	195.57	6,591.50	4,629.00	41.50
EL	862.50	7,414.00	-88.37	621.00	.00	100.00	338.50	.00	100.00	620.00	.00	100.00	669.50	.00	100.00	4,283.50	168.00	2548.51
Sch. Total	4,150.50	16,313.50		3,561.00	2,406.50		1,087.50	1,212.00		4,557.00	2,513.00		3,320.00	2,515.00		27,172.00	18,103.50	50.15
Nday Adj.	0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	0.00	
Dist. Total	113,510.50	115,280.00		35,805.50	48,488.00		16,444.50	20,363.00		16,311.50	15,822.50		13,827.50	9,476.00		315,827.08	302,406.90	4.44

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SAAR Submission

► Transportation ADA Summary

Transportation ADA Summary for School Year ending: 18

County	<u>T1</u> <u>Reported</u>	<u>T2</u> <u>Reported</u>	<u>T5</u> <u>Reported</u>	<u>NT</u> <u>Reported</u>	<u>Attendance</u> <u>Recorded</u>	<u>T1 ADA</u>	<u>T2 ADA</u>	<u>T5 ADA</u>	<u>NT ADA</u>
County High School	67,504.67	2,253.75	1,598.50	43,233.44 *	172	392.469	13.103	9.294	251.357
Non Traditional Day Adjustment	.00	.00	.00	.00					
Learning Academy	.00	.00	.00	4,136.00 *	210	0.000	0.000	0.000	19.695
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Middle School	62,370.50	7,660.75	708.50	25,744.75 *	172	362.619	44.539	4.119	149.679
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Elementary School	69,480.75	3,802.50	1,073.00	24,345.75 *	172	403.958	22.108	6.238	141.545
Non Traditional Day Adjustment	.00	.00	.00	.00					
County Primary Center	54,723.00	1,271.50	744.50	26,623.00 *	172	318.157	7.392	4.328	154.785
Non Traditional Day Adjustment	.00	.00	.00	.00					
District Total AADA						1477.203	87.142	23.979	717.061



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SAAR Submission

- ▶ Verification E-mail must be sent by the Superintendent to ronda.devine@education.ky.gov
- ✓ When the verification e-mail is sent, the SAAR process is complete.

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KDE Contact Information

KDE is available for questions during the SAAR submission process.

Please contact Ronda Devine for information and assistance:

(502) 564-5279, ext. 4444 or via email at ronda.devine@education.ky.gov

Ronda Devine





Appendix

Common Error Messages

Record 5 Error Message

1. Invalid ethnicities – The state ethnicity code does not match the federal ethnicity code. In some cases, the system does not automatically change to the current code.
2. Missing or an invalid C01 end status
3. “No Show” box must be checked

Record 7 Error Message

1. Students enrolled in the grade level but all enrollments were end dated before the end of the year
2. Student/students were enrolled part of the year, but not there at the end of the year
3. Students in Virtual/Performance Based Classes (Gap in schedule)
4. Attendance but no enrollment or re-enrollment

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Record 5 Error

- 1. **Invalid ethnicities** – The state ethnicity code does not match the federal ethnicity code. In some cases, the system does not automatically change to the current code

Race/Ethnicity (Edit)

State Race/Ethnicity: 01:White

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

Both should be 06

*Query Name: Invalid Ethnicity

Short Description:

Long Description:

Filter the data

ID	Field	Operator	Value
1	student.stateID		
2	student.raceEthnicityFed	=	student.raceEthnicity
3	student.raceEthnicity		

Add

Race/Ethnicity

*Is the individual Hispanic/Latino?
N: No

*Is the individual from one or more of these races?
(check all that apply)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☒ Native Hawaiian or Other Pacific Islander
☐ White

State Race Ethnicity
5 Native Hawaiian or Other Pacific Islander

*Race/Ethnicity Determination
01: Parent Identified

Race/Ethnicity (Edit)

State Race/Ethnicity: 6:White

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination: 01:Parent Identified

✓ If it does not fix the problem, then you will have to put in a ticket with IC.

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Record 5 Error

2. Missing or an invalid CO1 end status

Errors in file: SAAR255.17

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
HENRY CO.	255	010	03	Record 5 - (Entries + Re-entries - Withdrawals not equal to total of Ethnic membership in Record 5. Please validate Ethnic counts in Record 5.)	Jun 21 2017	17

student.lastName	student.grade	student.endDate	student.endStatus	student.start
03	04/10/2017	CO1	R21	

All Records

Query Name: Record 5

Short Description:

Long Description:

Filter the data

ID	Field	Operator	Value
1	student.stateID	=	
2	student.firstName	=	
3	student.lastName	=	
4	student.grade	=	03
5	student.endDate	<=	05/19/2017
6	student.endStatus	=	CO1
7	student.startStatus	=	

End dated before the end of school

last day of school

all operators will be applied.
OR (1 OR 2 OR 3) AND 4 AND (NOT 5 OR 6)

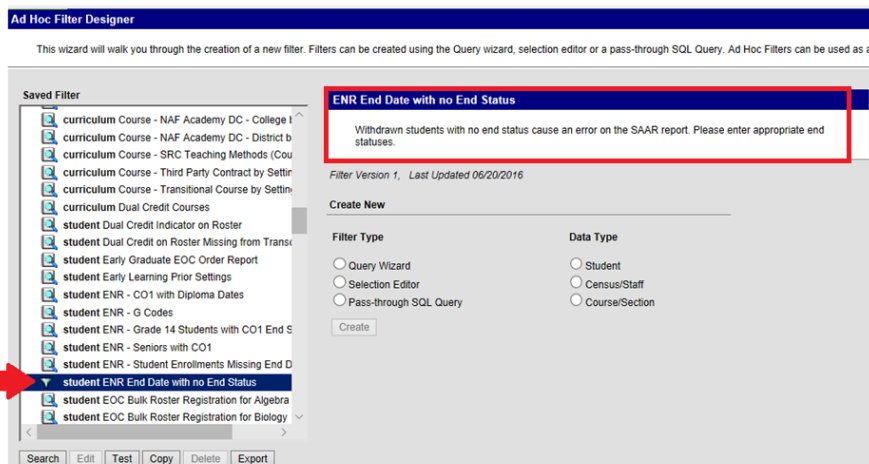
✓ Change the CO1 status to the appropriate code

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Record 5 Error

Path: Ad Hoc Reporting > Filter Designer > State Published

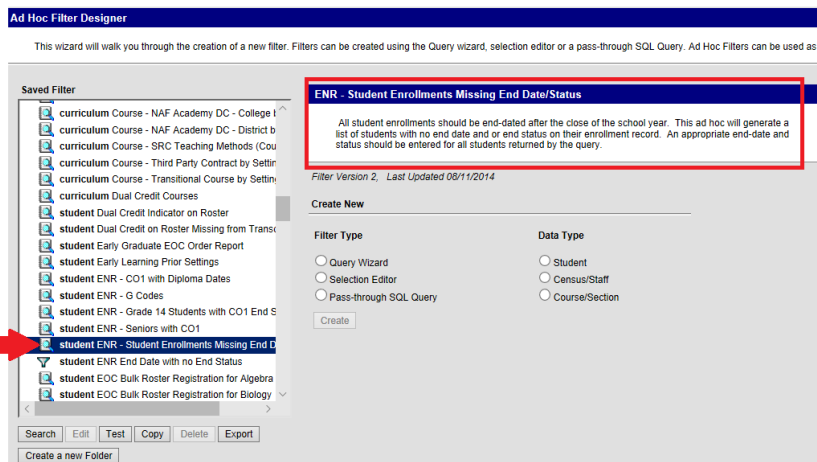


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Record 5 Error

Path: Ad Hoc Reporting > Filter Designer > State Published



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Record 5 Error

► End Status Missing for Many Students

Create New

Filter Type

☐ Query Wizard

☐ Selection Editor

☒ Pass-through SQL Query

Create

Data Type

☒ Student

☐ Census/Staff

☐ Course/Section

Create a Student Pass-through Query

```

SELECT DISTINCT student.personID
FROM student
Join Enrollment e on student.personID =
e.personID
And student.endYear = e.endYear

WHERE 1=1
AND student.endYear = <selected Year>
AND student.structureID = <selected Schedule>
and e.endYear = 2018
And e.endStatus is null
and e.endDate is not null
        
```

Save To: ☒ User Account
Folder: /

☐ User Groups

Test Query Save

Test Query Results

In this box, a list of names will appear. Search for those students and fix their missing end status. It may even be from a year or two prior. Fix all missing end status and this should solve the error.

✓ Use the ad hoc as a search and enter appropriate end statuses.



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Record 5 Error

► 3. “No Show” Box Must Be Checked

The screenshot shows the 'Enrollment Editor' window. At the top, there is a table with columns: Edit, Grade, Type, Calendar, Start Date, and End Date. The first row shows Grade 10, Type P, Calendar 16-17 Webster County High Scho, Start Date 08/09/2016, and End Date 08/09/2016. Below this, it says 'Start Status: NS No Show' and 'End Status: W24 Moved, whereabouts unknown'. The second row shows Grade 09, Type P, Calendar 15-16 Webster County High Scho, Start Date 08/11/2015, and End Date 05/13/2016.

Below the table is the 'General Enrollment Information' section. It includes fields for Calendar (16-17 Webster County High Scho), Schedule (read only), Grade (10), Class Rank Exclude, External LMS Exclude, Start Date (08/09/2016), End Date (08/09/2016), End Action, Service Type (P Primary), End Status, Dropout Reasons (W24 Moved, whereabouts unknown), and Start Comments. A red circle highlights the 'No Show' checkbox, which is currently unchecked.

✓ If the start status is an 'NS No Show,' be sure and put the proper end status

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Record 7 Error

► 1. No matching Record 5 (Membership for this Record 7 attendance/absence)

- Students were enrolled in the grade level but all enrollments were end dated before the end of the year

Errors in file: SAAR265.17						
Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
HOPKINS CO.	265	004	09	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	004	11	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	004	12	Record 7 days taught entered without attendance	Jun 16 2017 3:25PM	17
HOPKINS CO.	265	005	09	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jun 16 2017 3:25PM	17

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Record 7 Error

► 2. Days taught entered without attendance

- A Record 7 error message may be a warning. If this error message appears and all students in the grade for the error who are in Virtual/Performance Based Classes, the gap in their schedule will cause this to appear

Errors:

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
BOURBON CO.	041	110	08	Record 7 - No matching Record 2 (enrollment) for this Record 7 (attendance absence)	Jun 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance absence)	Jun 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 days taught entered without attendance	Jun 19 2017 10:49AM	17

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Record 7 Error

- ▶ **3. No matching record 2 (enrollment) for this Record 7 (attendance/absence)**
 - May be caused if there was attendance but no enrollment or re-enrollment. There could be a 'no show' and most likely the only enrollment in that grade

Errors:

Distname	districtno	schno	grade	error_msg	lst_dt_upd	schyear
BOURBON CO.	041	110	08	Record 7 - No matching Record 2 (enrollment) for this Record 7 (attendance/absence)	Jan 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jan 19 2017 10:49AM	17
BOURBON CO.	041	110	08	Record 7 days taught entered without attendance	Jan 19 2017 10:49AM	17



Record 7 Error

- ▶ **4. Error was caused by an EC student in Grade 14**
 - EC student came to school, finished classes before the end of the year, then left, aging out within the time frame

DAVISS CO.	145	170	EC	Record 7 - No matching Record 5 (Membership) for this Record 7 (attendance/absence)	Jun 1 2017 1:03PM	17
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